



FOREIGN AFFAIRS MANUAL VOLUME 15 – OVERSEAS BUILDINGS OPERATIONS

Change Transmittal: OBO-44

Date: April 21, 2014

15 FAM 310 GENERAL POLICY AND GUIDELINES 15 FAM 350 REQUIRED LEASE DOCUMENTATION 15 FAM 630 MAINTENANCE, REPAIR, AND CUSTODIAL RESPONSIBILITIES

1. Summary of Changes:

- Correction of citations at 15 FAM 312.4 and 15 FAM 313.1;
 - Correction of citations at 15 FAM 351 and 15 FAM 354; and
 - Correction of citations at 15 FAM 634.2 and 15 FAM 635.2.
2. If these subchapter issuances changed less than half the words, we formatted the changed text in *dark magenta italic*. If these subchapter issuances changed more than half the words, we did not use *dark magenta italic*. The CT line in each section shows when that section last changed.
 3. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).
 4. **OBO** is responsible for the material in these subchapters; direct questions concerning content, substance, and interpretation to this bureau. For administrative questions on the Foreign Affairs Manual or Handbooks, contact the Office of Directives Management (A/GIS/DIR).

Filing Instructions for Paper Copies

1. Remove and discard old subchapter 15 FAM 310 (CT:OBO-38; 12-11-2013) and insert new subchapter 15 FAM 310 (CT:OBO-44; 04-21-2014).
2. Remove and discard old subchapter 15 FAM 350 (CT:OBO-38; 12-11-2013) and insert new subchapter 15 FAM 350 (CT:OBO-44; 04-21-2014).
3. Remove and discard old subchapter 15 FAM 630 (CT:OBO-37; 12-05-2013) and insert new subchapter 15 FAM 630 (CT:OBO-44; 04-21-2014).
4. After inserting the material in the binder, insert this Change Transmittal immediately following the CT Checklist, then fill in the entry line for CT:OBO-44, and initial.

Distribution Notice

1. The Foreign Affairs Manual and Handbooks (unclassified) official version can be found on the State Department's Intranet site.
2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).
3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues.